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will be obtained from the following sources:

[illegible]

Yours Truly,

Contractor		
Address		
Business Phone	Business Fax	E-Mail Address

**NOTICE OF MATERIALS TO BE USED**

CEM-3101 (REV 02/2006) CT# 7541-3511-1

**NOTICE OF MATERIALS TO BE USED  
INSTRUCTIONS TO CONTRACTOR**

Section 6 of the *Standard Specifications* state that, "Promptly after the approval of the Contract, the Contractor shall furnish the Engineer a list of the Contractor's sources of materials and the location at which those materials will be available for inspection."

In order to avoid delay in approval of materials, the Department of Transportation must receive, in a timely manner, your faxed Form CEM-3101, "Notice of Materials to Be Used." When filing your Form CEM-3101, please comply with the following instructions:

1. The Contract Number and job limits should be the same as they appear on the special provisions.
2. The column headed "Contract Bid Item Number" refers to the sequential item number of the contract.
3. The column headed "Item Code" refers to the number for which the material is to be used. It is a six-digit number.
4. The column headed "Contract Item Description" refers to an item description of the material as described in the special provisions.
5. The columns headed "Item Component" and "Item Sub-component" refer to the specific description of material to be used, not necessarily the name of the contract item.

For example:

Contract Bid Item Number	Item Code	Contract Item Description	Item Component	Item Sub-component
01	520101	Bar reinforcing steel	Coupler (service splice)	Service splice, CJP welded

6. The column headed "Manufacturer/Provider" refers to the manufacturer/fabricator of the item and the supplier/vendor of the item. List the name and address of the Manufacturer/Fabricator. Also, list the name and address of the location where inspection will occur, if different from the Manufacturer/Fabricator.
7. Form CEM-3101, "Notice of Materials to Be Used," must be faxed to (916) 227-7084, Attn: Materials Administrator or postal mail to: Material Engineering & Testing Services, 5900 Folsom Blvd., Sacramento, CA 95819.

If the sources of materials are not known at the beginning of a contract, submit a Form CEM-3101, "Notice of Materials to Be Used," for a given bid item as soon as a provider is known. Multiple submittals may be necessary. Resubmit a Form CEM-3101, "Notice of Materials to Be Used," for all changes or revisions.

When placing orders for materials that require inspection prior to shipment, be sure to indicate on your request form that state inspection is required before shipment.